



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Program of Afghanistan



External-Vacancy Announcement

Introduction

The Citizens Charter is a National Priority Program (NPP) of the National Unity Government (NUG) that was officially launched on September 25, 2016.

The Citizens Charter is an inter-ministerial, multi-sectorial NPP, where Ministries have collaborated to provide basic services to rural communities. The key service delivery ministries involved are: Ministry of Rural Rehabilitation and Development (MRRD), Ministry of Education (MoE), Ministry of Public Health (MoPH) and Ministry of Agriculture, Irrigation and Livestock (MAIL), with oversight by Ministry of Finance (MoF). MRRD has a key role and will be responsible for infrastructural development and strengthening CDCs and Cluster CDCs. The Community Development Councils (CDCs) will be linked to sub-national government to improve communication and coordination from the community to the district, provincial and national levels - increasing Government visibility and accountability. The Citizens' Charter is an important foundation for the Government's reform agenda, contributing to a number of priority areas including: Ensuring Citizens' Development Rights; Building Better Governance; Reforming Development Planning & Management and Developing Partnerships.

The Citizens Charter intends to improve service delivery by ensuring minimum service standards, provide greater responsiveness by the Government to the people and increase the level of public satisfaction with services. The Charter commits to deliver the following core services across the country over a 10 year period:

- Basic health services
- Basic education access
- Safe drinking water and sanitation
- Improved farming technologies and the delivery of extension services
- Rural connectivity with tertiary roads
- Rural renewable energy

Title:	Training Data Entry Officer
Vacancy Announcement No:	310/HRMD/CCNPP/MRRD
No. of Post:	1
Duty Station:	Kabul HQ
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	08-September, 2019
Closing Date:	17-September, 2019
Gender:	Female



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Program of Afghanistan



Key Responsibilities:

- Preparation of training events (planning, invitations, communication with participants, preparation of training venues)
- Assisting in preparing and updating CDD monthly work plans
- Financial reporting on training activities
- Assist in the implementation of training events (logistics, procurement, catering,)
- Support and supervise the documentation of trainings (gathering material, filing, reporting)
- Assists the CCNPP/CDD Training Supervision and Reporting Unit in preparing training reports
- Assumes any additional tasks as requested by the HoD
- He/she organizes and coordinates training programs and other specialty conferences when required.
- Timely update the CCNPP /CDD database in close coordination with Training Supervision and Reporting Unit
- Assist the CCNPP /CDD Training Supervision and Reporting Unit in preparing training reports and enter in the CDD database
- Generating report from MIS database
- Enter all training conducted in MIS system, as well as forms received from FPs

Qualification Requirements:

- Bachelor's degree with 4 years' experience in the related field.
- Ability to prepare operational plans of organization or project.
- Having Skill in the related technical field.
- Excellent language skills (English, Dari and Pashtu).
- Database skills are mandatory.
- Ability to work well with others, individually and in groups.
- Good communication skills, be able to detect meanings that are hidden in tone, body languages.
- Time management and prioritization skills.
- Tactful and diplomatic skills.
- Ability to work well in a cross-cultural environment.
- Proactive.



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Program of Afghanistan



- Stress tolerance.
- Working knowledge of personal computers including word processing, database, and spreadsheet applications.
- Ability to communicate effectively, orally and in writing in English, Pashtu and Dari
- Ability to establish and maintain effective working relationships with all related stakeholders
- Willingness to travel inside the country.

Core Competencies:

- Job knowledge
- Communication
- Motivation/Self Reliance
- Team Work Ability
- Planning and organization

How to Apply:

Please send your up-to-date CV with covering letter telling us why you are applying and how you met the required competencies before closing date, Interested Afghan Nationals should submit their applications in writing (clearly indicating on the subject line the title of the position and Vacancy Announcement Number e.g. (**Training Data Entry Officer**)310/HRMD/CCNPP/MRRD to: vacancies@ccnpp.org

Important Note: any/all application without the mentioned subject line will not be consider.

The MRRD/CCNPP strongly encourages woman candidates to apply. It applies a pro-active and positive discrimination policy towards woman candidates as follows:

Women candidates with slightly lower than the stated required educational qualifications will also be considered.

If offered this position, the woman position holder will be allowed an adult male or female relative as a Mahrram for official travel, if/when required.

The MRRD and its CCNPP will promote a women-friendly environment with clear anti-harassment policies enforced.



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Program of Afghanistan



The Human Resources Department
Tashkilat Street, District 6th, Darul Aman
Citizens Charter Afghanistan Program
Ministry of Rural and Rehabilitation and Development
Kabul, Afghanistan,